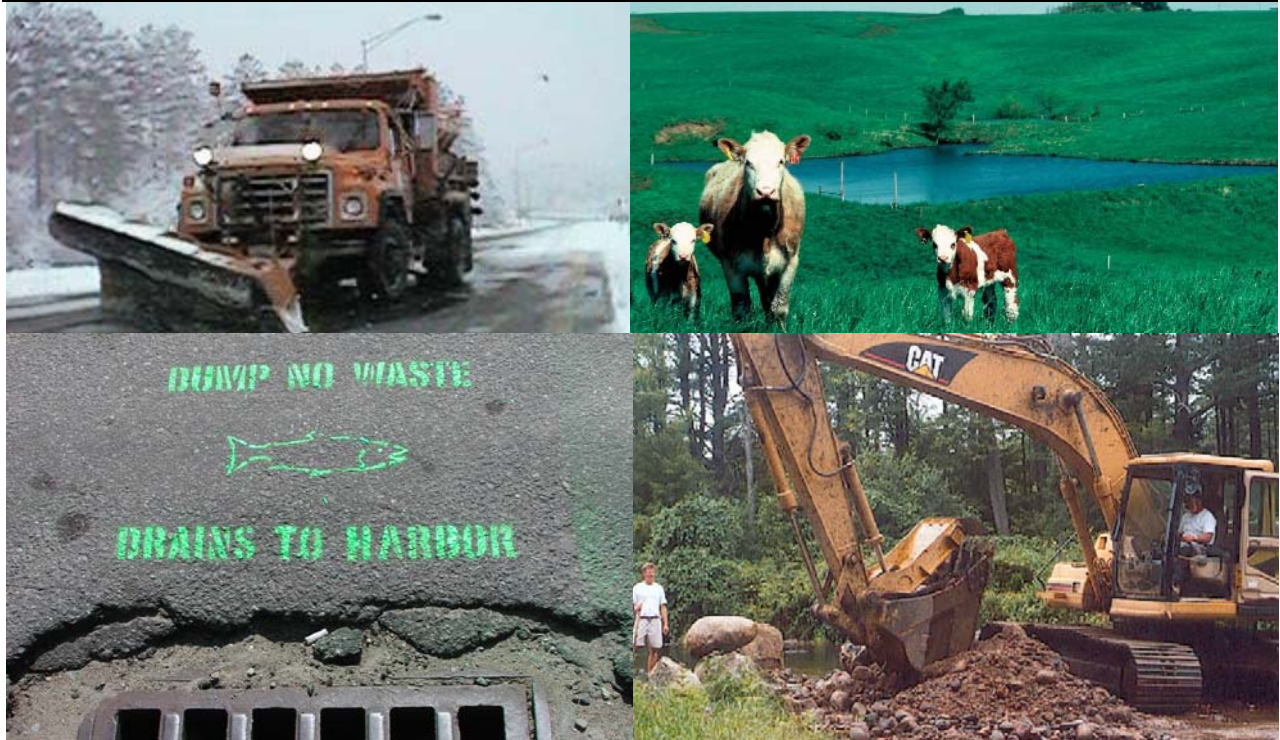


The New Hampshire Department of Environmental Services  
Requests Proposals for

## 2005 Watershed Assistance Grants



### INFORMATION PACKET FALL 2004

Application forms may be downloaded at [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm)

## 2005 WATERSHED ASSISTANCE GRANTS

### 1. Introduction

The New Hampshire Department of Environmental Services (DES) is pleased to announce the availability of Watershed Assistance Grants to support local initiatives to control nonpoint source pollution. Specifically, grant funds are available to identify and address nonpoint source pollution problems through watershed management, including assessment, planning, and implementation

**New this year, we are seeking pilot projects to demonstrate a comprehensive watershed approach. Under this approach, DES will not only provide financial assistance for watershed projects, but will also provide access to technical staff and to consultants on retainer. The application form for applicants seeking the additional level of assistance provided by the pilot watershed approach program is available at [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm) . Applicants may apply for both Watershed Assistance Grants and the Pilot Watershed Approach Program .**

Nonpoint source (NPS) pollution, unlike pollution from industrial and sewage treatment plants, comes from many diffuse sources. NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and even our underground sources of drinking water. These pollutants include:

- Excess fertilizers, herbicides, and insecticides from agricultural lands and residential areas.
- Oil, grease, and toxic chemicals from urban runoff and energy production.
- Sediment from improperly managed construction sites, crop and forest lands, and eroding streambanks.
- Atmospheric deposition.
- Bacteria and nutrients from livestock, pet wastes, and faulty septic systems.

Hydrologic and habitat modification are also sources of nonpoint source pollution. Hydrologic modification includes bank stabilization and channel modification projects; dam construction; operation, and maintenance; the removal of vegetation along water bodies; urbanization as it affects stream flows and water quality; and wetlands alteration. Habitat modification includes any loss of or change to riparian and aquatic environments, where riparian is defined to include both shoreland and upland areas in proximity to a wetland or other water body.

Funds for DES Watershed Assistance Grants are appropriated through the U.S. Environmental Protection Agency under **Section 319** of the Clean Water Act. Approximately **\$320,000** is expected to be available in 2005, contingent upon receiving federal funds.

## PART A: GRANT INFORMATION

To apply for funding, please visit [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm) to review and download the proposal form (part B). If you are unable to access or use the electronic version of the proposal form, please contact any of the DES staff persons listed in this information packet. **You are strongly encouraged to contact the DES staff listed below to discuss your proposal before completing an application. Staff members are available to meet on-site upon request.**

### **2. Application Deadline**

Applications must arrive at DES no later than 4:00 p.m., November 19, 2004.

### **3. For More Information**

For information and assistance regarding Watershed Assistance Grants, please contact Jillian Jones at 603/271-8475 ([jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)) or Eric Williams at 603/271-2358 ([ewilliams@des.state.nh.us](mailto:ewilliams@des.state.nh.us)). For more information on the Watershed Approach Pilot program, contact Eric Williams at 603/271-2358 ([ewilliams@des.state.nh.us](mailto:ewilliams@des.state.nh.us)).

Proposals with monitoring components must include the task of preparing a Quality Assurance Project Plan (QAPP), which must be approved by EPA before monitoring begins. Contact Jillian Jones at 603/271-8475 ([jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)) and see [www.des.nh.gov/wmb/was/QAPP/](http://www.des.nh.gov/wmb/was/QAPP/) for more information.

In addition to Watershed Assistance Grants, DES is pleased to continue to offer Small Education and Outreach Grants for Watershed Organizations. The Small Education and Outreach Grants are limited to \$2,000 per organization and are offered on a continuous basis. For more information, contact Barbara McMillan at 603/271-7889 ([bmcmillan@des.state.nh.us](mailto:bmcmillan@des.state.nh.us)), or see the DES website at [www.des.state.nh.us/wmb/was/smgrants.htm](http://www.des.state.nh.us/wmb/was/smgrants.htm).

For agricultural projects, the N.H. Department of Agriculture offers an Agricultural Nutrient Management (ANM) Grant Program, using Clean Water Act Section 319 funding from DES. Applicants for ANM grants may apply for cost assistance of up to \$2,500 per year. No match is required; however, in-kind services such as labor provided by the applicant will enhance the application. For more information see <http://agriculture.nh.gov/programs/> (scroll to the bottom), or contact the Bureau of Markets at 603/271-3685.

### **4. Who Can Apply?**

The following governmental subdivisions and organizations with 501(c)(3) federal tax exempt status are eligible to receive Watershed Assistance Grants. **Non-profit organizations must be registered as corporations with the N.H. Secretary of State, see [www.state.nh.us/sos/corporate/](http://www.state.nh.us/sos/corporate/).** Other groups may also apply for grant funding by partnering with the following organizations:

- Municipalities
- Regional Planning Commissions
- Non-profit Organizations
- County Conservation Districts
- State Agencies
- Watershed Associations
- Water Suppliers

## **5. Eligible Projects**

Watershed Assistance Grants must address identified nonpoint source problems. Proposals that address nonpoint source problems at a watershed scale will be more successful.

To be considered for funding, project proposals must meet the following **minimum requirements**:

1. The project must address a goal or goals in the *New Hampshire Nonpoint Source Management Plan*, online at [www.des.state.nh.us/wmb/was/npsplan.pdf](http://www.des.state.nh.us/wmb/was/npsplan.pdf), or available in hard copy at DES.
2. A project must plan or implement measures that prevent, control, or abate NPS pollution. Projects should:
  - be directed at encouraging, requiring, or achieving implementation of best management practices (BMPs), whether structural or non-structural, to abate existing nonpoint sources, or directed at preventing NPS pollution through better land use management.
  - be feasible, practical and cost effective.
  - provide an informational, educational, and/or technical transfer component.
3. The total project budget must include a 40 percent match of non-federal cash or in-kind services.
4. The project must include an appropriate method for evaluating the project results with respect to the project goals, with an emphasis on measurable environmental improvement.\*
5. The proposal must follow the prescribed format (see [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm) to download the proposal form).

\*Where feasible, project proponents shall describe potential benefits of the project in terms of NPS pollutant load reduction (e.g., reductions in sediment, nutrients, etc.) or water quality improvement (e.g., ambient chemistry or meeting designated uses not previously met). Project proponents may utilize both qualitative and quantitative measures.

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Grants may address one or more of the following phases of watershed management:

1. **Organization Building** - This is the organizational phase of watershed management. During this phase, a local organization or agency takes the lead watershed management role to address the identified water quality problems. An Organization Building grant provides start-up funding for the lead agency to develop consensus on local watershed management issues. There is no guarantee of additional funds in subsequent years.

*Example:* The initial effort should result in an organizational framework for decision making, including establishment of a Watershed Advisory Committee, and a schedule for developing a watershed management plan. Funds may be used to build institutional capacity for a particular aspect of watershed management, such as land protection.

2. **Watershed Planning** - Planning projects should indicate a clear path toward implementation. The lead organization guides local watershed interests in establishing watershed goals and developing a watershed management plan to achieve the goals. The watershed management plan should focus on land management and educational activities that will result in improved water quality.

*Example:* A local watershed association developed a series of actions for controlling erosion and stormwater runoff from residential lots and watershed roads.

3. **Implementation** - This is the phase of watershed management where best management practices (BMPs) are implemented as described in your watershed management plan.

*Example:* These projects may include installation of BMPs to improve land management, education and outreach projects, or other actions to improve water quality or prevent pollution of valuable water resources.

Please visit the DES Watershed Assistance Section grants website to access the database of past projects funded through the grants program:

[www.des.state.nh.us/asp/onestop/watershed\\_npsgrants\\_query.asp](http://www.des.state.nh.us/asp/onestop/watershed_npsgrants_query.asp)

## **6. Program Requirements**

- Applicants must provide at least 40% of the total project cost (not 40 percent of the grant amount requested) with non-federal funds and/or in-kind services. One way to calculate the required match is to multiply the grant funds requested by 0.667. Volunteer labor can be valued at \$17.19 per hour (see [www.independentsector.org](http://www.independentsector.org) for methodology), or at the current professional rate for services provided.
- If your proposed project involves the collection, analysis, or manipulation of environmental data and it is selected for funding, it will require a Quality Assurance Project Plan (QAPP). **The QAPP must be approved by DES and the U.S. EPA prior to**

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**the commencement of this work.** Applicants must include the preparation and implementation of this plan as a specific task and as an item in the budget. Keep in mind that it usually takes several months to complete the QAPP writing and approval process. For guidelines on the timeframe required for development and approval of QAPPs, visit the DES website at [www.des.state.nh.us/wmb/was/2004rfp/QAPPtimetable.pdf](http://www.des.state.nh.us/wmb/was/2004rfp/QAPPtimetable.pdf), or for more information on QAPPs, contact Jillian Jones at 603/271-8475, or [jjones@des.state.nh.us](mailto:jjones@des.state.nh.us).

All QAPPs should be written according to one of the following guidance documents:

- *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), EPA/240/B-01/003, March 2001. Online at [www.epa.gov/quality/qs-docs/r5-final.pdf](http://www.epa.gov/quality/qs-docs/r5-final.pdf) or contact DES for a hard copy.
- *The Volunteer Monitor's Guide to QAPPs*, EPA 841-B-96-003, Sept. 1996. Online at [www.epa.gov/owow/monitoring/volunteer/qappcovr.htm](http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm).
- Stream restoration projects should consult Generic Quality Assurance Project Plan for Stream Morphology Data Collection, Provan & Lorber, Inc., July 2003. Online at [www.des.state.nh.us/wmb/was/QAPP/](http://www.des.state.nh.us/wmb/was/QAPP/).
- Biological monitoring may need supplemental guidance documents, and will be determined on a case-by-case basis.

Volunteers should use the volunteer monitoring guide and professional organizations should use the QA/R-5 guide. DES has a QA/R-5 document template available for grant recipients and example QAPPs of both types. Before embarking on a QAPP, please obtain these helpful documents from DES.

- Because these grants are made possible through federal funding, applicants are required to go through a competitive bid process for contractor selection and to make a good faith effort to hire disadvantaged businesses. Contact Jillian Jones at 603/271-8475 for a list of minority- and woman-owned businesses.
- Semi-annual progress reports and a final report are required. Reports should provide documentation of task completion, with special attention to measurable results, such as monitoring data and photographs. Report forms are available on the DES website, [www.des.state.nh.us/wmb/was/2004rfp/ProgressReportForm.doc](http://www.des.state.nh.us/wmb/was/2004rfp/ProgressReportForm.doc).

## 7. How Do I Apply?

Applications must be received at DES no later than 4:00 p.m., **November 19, 2004**.

Submit **5 signed copies** (no binding please) of the 2004 Watershed Assistance Grants Proposal Form (attached) and all attachments, via mail or hand delivery, and **an electronic copy** of the

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Proposal Form and all attachments (other than support letters) in Microsoft Word or PDF file formats to:

NH Department of Environmental Services  
Attention: Jillian Jones  
Watershed Assistance Section  
PO Box 95  
Concord, NH 03302-0095

For overnight shipping or hand deliveries, our address is 29 Hazen Drive, Concord NH 03301-6509.

E-mail electronic copies to: [jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)

Applications can be downloaded from the DES web site at [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm).

For assistance with your application, refer to the contacts in the “For More Information” section on page 2.

### **8. Evaluation Criteria**

The Watershed Assistance Section grants review team will evaluate proposals based on the following criteria:

- Clarity of water quality or habitat problem (30 points).
- Specificity of the project goals and solutions to the water quality or habitat problem (20 points).
- Commitment of local support (10 points).
- Clarity of project tasks and outcomes (40 points).

### **9. Documentation Required for Grantees**

Grant recipients must enter into a Grant Agreement with the State of New Hampshire to receive funds. Grant agreements for \$5,000 or more require Governor and Executive Council approval. The State of New Hampshire requires the following documentation for execution of Grant Agreements (this documentation is **not required at the time of application** for Watershed Assistance Grants, but will be needed prior to awarding funds to successful applicants):

1. Vendor Code (issued following submittal by applicant of the “Alternate W-9” form - provided by DES).
2. Notarized “Grant Agreement” form (the “contract”) – provided by DES and signed and notarized by applicant.
3. Notarized “Certificate of Authority” form – provided by DES and signed and notarized by applicant (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).

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4. "Certificate of Good Standing" form from the N.H. Secretary of State (Note: This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the \$25 fee to do so.
5. Certificate of Insurance indicating that the Grant Recipient has the required amount of liability insurance (\$2,000,000 for bodily injury; \$500,000 property damage) - provided by applicant. (Note: The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor.)

### **10. Time Table for Contract Processing**

The 2004 Watershed Assistance Grant proposals, including a completed application and project narrative, are due November 19, 2004. Funding decisions will be made by January 15, 2005, so that contracting can be completed in time for the 2004 outdoor working season.

Total time to process a grant agreement once the proposal is received from an organization is approximately **6 months**, as shown in the table below.

PROCESS	APPROXIMATE TIME FRAME
1. Evaluate and rank proposals.	<b>December</b>
2a. Contact organizations submitting successful proposals by phone to congratulate and set up meeting to discuss project.	<b>Mid January</b>
2b. Contact organizations submitting unsuccessful proposals by letter.	<b>Late January</b>
3. Draft grant agreements sent to successful applicants.	<b>February</b>
4. Meet with successful applicants to discuss draft agreements and answer any questions regarding project.	<b>February - March</b>
5. Receive signed and notarized grant agreements from organizations.	<b>March</b>
6. DES Commissioner and N.H. Attorney General's office review grant agreements.	<b>March - April</b>
7. Submit grant agreements to Governor and Executive Council for approval.	<b>April - May</b>
8. Governor and Council approval.	<b>May *</b>
9. Project may begin.	<b>May - June</b>

\* If an organization has not registered with the Secretary of State, this process may be delayed.